

# **Townshend Select Board Minutes**

## **December 7, 2009**

### **Present:**

**Select Board:** Steve Ovenden, chair, (arrived at 6:20 p.m.); Hedy Harris; David Dezendorf; Bruce Bills; Michael Charles,

**In attendance:** Anita Bean, Town Clerk; Kurt Bostrom, Highway Foreman; Kim Ellison, Bookkeeper; Craig Hunt, (Select Board administrative assistant)

**1. Call to Order:** Harris called the meeting to Order at 6:03 p.m.

**2. Approval of Minutes:** Dezendorf made a motion: **To approve the Minutes of November 16th**, seconded by Bills, and carried by those present.

Dezendorf made a motion: **To approve the Minutes of the Emergency Select Board Meeting on November 30th**, seconded by Harris, and carried by those present.

Dezendorf then made a motion: **To ratify the motion made and approved on November 30, 2009, "To allocate \$5,000.00 in Town funds as the matching fund contribution for the \$45,000.00 EECBC grant, and to appoint Steve Ovenden as the EECBC administrator, Elizabeth Garfield as the contact agent, and Clay Turnbull as the oversight coordinator,"** seconded by Harris, and carried by those present.

Dezendorf then made a motion: **To ratify the motion made and approved on November 30, 2009, "To authorize Steve Ovenden to sign the EECBC application when fully prepared and submit it by December 5, 2009,"** seconded by Harris, and carried by those present.

**3. Additions and Deletions:** Harris requested adding discussion about Streetlights to Old Business.

**4. Warrants:** Bills made a motion: **To approve the Warrants of December 7, 2009**, seconded by Harris and carried by those present.

General Fund	\$ 484,715.08
Payroll	\$ 9,202.25
Highway Department	\$ 8,704.73
Town Barn Account	\$ 143,970.23

### **5. Reports:**

**Town Clerk's Report:** None at this time.

**Bookkeeper's / Treasurer's Reports:** Kim Ellison reminded Board members that on the Warrants for December 21, 2009, loan payments for Highway Department trucks T-7 and T-8 would be presented for approval.

Ellison informed the Board that approximately \$50,000 remained outstanding in 1st quarter property tax payments, and that approximately \$90,000 remained outstanding from the 2nd quarter. She also reported upon an incident of mistaken recording by

Chittenden Lockbox services in collection of escrowed tax payments from Brattleboro Savings and Loan. Though BS & L had apparently provided Chittenden with an itemized list of those properties for which a single lump-sum check represented escrowed tax payments, Chittenden allocated a credit to only the first parcel on that list. Subsequently, the Treasurer mailed out 2nd notices to those taxpayers supposedly delinquent in making their payments, leading to some confusion, and identification and correction of the problem.

Ellison also reported that while the voters had approved money for Social Service requests at Town Meeting in March 2008, some of that money had not been paid out prior to the close of the fiscal year in June 2009, because not formally requested by the groups to which it was to be provided. Approximately \$11,000 shows on the books as a liability which is due and payable, but will be regarded as a surplus toward this year's budget. The Women's Crisis Center, the West River Watershed Alliance, and the Historical Society are among those who were not paid.

Discussion ensued regarding the composition and transparency of Capital Fund, Equipment Fund and Reserve Fund accounts, and the utility of PILOT/RDAG funds for the EECBC grant matching fund requirement; for excess sidewalk reconstruction and polling place access ramp costs.

Ellison further informed the Board that the outside auditor would include in its list of findings recommendations that it had provided, but which had not been adopted since the previous audit, and conveyed to the Board that the Vermont Municipal Retirement System required that Townshend name a Payroll Officer.

Charles made a motion: **To appoint Kim Ellison as Townshend's Payroll Officer and liaison to VEMRS**, seconded by Ovenden, and carried by those present.

**Highway Foreman's Report:** Bostrom reported that the new Town Garage was nearing completion and that the Department should be taking occupancy by mid-week. Bostrom requested that the Treasurer contact VLCT about the need for transferring insurance coverage from the old building to the new.

Following brief discussion about disposal of surplus equipment, Charles made a motion: **To authorize the Highway Foreman to dispose of the two old generators**, seconded by Ovenden, and carried by those present.

Ovenden then made a motion: **To authorize the Highway Foreman to advertise and sell the two portable storage buildings**, seconded by Charles, and carried by those present.

**Town Barn Committee Report:** Bostrom relayed to the Board that the Town Barn Committee would like to hold an "Open House" for the public at the new Town Garage, with a date and time to be set very soon, and Charles made a motion: **To allow the Town Barn Committee to spend up to \$200.00 for an Open House celebration at the new Town Garage**, seconded by Ovenden, and carried by those present.

**Emergency Management Officer's Report:** Dezendorf updated Board members on his revision of the proposed Emergency Management Ordinance and upon preparation of a draft budget, and summarized on-going communications with principals from Grace Cottage Hospital, the Red Cross, the Fire Department and others about emergency preparedness.

The re-written draft of the Emergency Management Ordinance would be available for review this week, Dezendorf said, and though it would be up for Board consideration

at the next Select Board meeting, it was written to not become effective until March 3, 2010.

**6. Members of the Public:** Anita Bean, Townshend Town Clerk, was recognized, and Harris made a motion: **To enter into Executive Session for discuss at the request of the Town Clerk at 7:40 p.m.**, seconded by Ovenden, and carried by those present.

At 8:15 p.m., the Board returned from Executive Session by general consent of those present and following a motion by Dezendorf, and, as a result of Executive Session, no action was taken.

**7. Correspondence:** Members of the Board discussed a MicroSolve CAMA System assessment by the Listers of the .46 acres of Town land at Favreau's Corner Road, and believed that given the nature of that land, its shape as a narrow tract and the restrictions of any potential utility as a distinct parcel, its evaluation at \$14,300.00 was too high.

The Board also reviewed SCOUR plans of action for bridge repair/replacement from VTrans, particular to TH 29, bridge 37, and an estimate from VLCT at \$37,312, as Townshend's 2010 contribution.

**8. Old Business:**

Personnel Policy: Harris said that she would review the old, draft Townshend Personnel Policy with regard to changes suggested by Town employees in a meeting last year that were not incorporated or addressed in the newly adopted Personnel Policy.

Streetlights: Hunt briefly reported on the sixteen, or so, Town streetlights that the previous Select Board had held hearings for public discussion about eliminating.

Polling Place Access Ramp: Hunt reported that Brian Searles was hoping to finish pouring concrete for the ramp within the next week, and that information about the necessary railings was still awaited.

Favreau's Corner Road discontinuance: Hunt was requested to contact Attorney Fisher's office to confirm that the Town must sell Town-owned land by sealed bid.

**9. New Business:** None at this time.

**10. Next Meeting:** Budget Workshop: December 14, 2009 @ 5:00 p.m.

Board of Abatement: December 21, 2009 @ 5:30 p.m.

Regular Meeting: December 21, 2009 at 6:00 p.m.

**11. Adjournment:** Harris made a motion: **To adjourn at 9:33 p.m.**, seconded by Bills, and carried by those present.

Respectfully submitted,

Craig K. Hunt, administrative assistant